



Attendance and Punctuality Policy and Statement of St. Mac Dara's Community College

Mission Statement

"We, the community of this College, through a caring and collective approach, aspire to provide a broad-based education for all, to foster respect and dignity and to promote a safe and just environment by positively encouraging all to realise their potential".

All students are encouraged to attend and be punctual for school each day. The attendance and punctuality system is explained to students by their class tutor and /or year head at the start of each school year and on a daily and monthly basis throughout the school year.

Registration

A register of student attendance is taken at 8 40am each morning. This is marked on vsware and monitored by the administrative office. This information is updated to take account of students who are late.

Punctuality

Students who are late for registration receive a late stamp in their journals and sign the late book. Students proceed to registration or to class and show the late stamp to the teacher whose class they join. The office staff update information on vsware. The Pastoral Care team of tutors and year heads monitor attendance. The Deputy Principal operates this punctuality scheme.

Reporting on attendance

A formal letter will be posted to parents of students who have missed **10 days and 20 days**

Students who are absent for **more than 20 days** in the school year are referred to the National Education Welfare Board by the Principal and the parents/guardians are informed.

A comment on individual student attendance is included on all official school reports sent to parents.

Students leaving the building

If students need to leave the building other than at lunch-time or the end of the school day, they must sign out in the book kept in the front office. Students leaving early need a note from a parent or guardian in their journal and the written permission of a Year Head or Assistant Principal. Students going home sick during the day need to have a note (green slip) signed by Deputy Principal or Principal.

Signed: _____ Date: _____

Chairperson Board of Management.

Signed: _____ Date: _____

Principal.



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

St. Mac Dara's Community College

Statement of Strategy

For

School Attendance / Punctuality

Name of school	St. Mac Dara's Community College
Address	Wellington Lane Templeogue Dublin 6 W
Roll Number	70260V
The school's vision and values in relation to attendance	Mission Statement "We, the community of this College, through a caring and collective approach, aspire to provide a broad-based education for all, to foster respect and dignity and to promote a safe and just environment by positively encouraging all to realise their potential". St. Mac Dara's Community College places students as active agents in their own education and parent(s) Guardian(s) in support of the education process where each student's personal growth is encouraged through the development of self-esteem, self-confidence and self-discipline. Consistent attendance and excellent punctuality is a vital part of this learning journey, enabling all students to reach their potential and be the best that they can be.
The school's high expectations around attendance	Good attendance is promoted in St Mac Dara's Community College by maintaining a culture of high expectations, encouraging each student to take responsibility for his/her own learning and achieve his/her full potential through regular attendance in class.
How attendance will be monitored	At the start of each academic year the management teams and the principal meet with each year group and clearly outline the importance of regular and consistent attendance to the students in their care, explaining the responsibility of each student to take ownership of their attendance to ensure they can reach their potential by being present in class. All students are registered in the morning through the vs system, subject teachers also

	mark class attendance through vs ware system for each of their classes. - Parents have access to this attendance record through the vs ware system on the school website with a specific login account circulated to all parents. A tutor/tutors is assigned to each tutor class and they carefully monitor student's attendance/punctuality on a regular basis. If the tutor has any concerns regarding absences they raise these with their relevant Year Head & Attendance and Punctuality Officer. - Tutors follow up on student absences/punctuality by checking absence notes in the student journal from parents and refer on any students displaying concerning attendance trends. The Year Head monitors trends or issues regarding student attendance/punctuality - The Year Head will intervene if concerning trends emerge through various means including contacting parents; arranging meetings with students and parents and implementing specific strategies to improve individual student attendance . The Deputy Principal maintains and manages records and sanctions on punctuality. Middle Management is responsible for monitoring student attendance and punctuality and reporting to Tulsa in conjunction with the Principal. The Pastoral Care Team i.e. Year Heads and Tutors, on a weekly basis, monitor punctuality of students and applies an action, contact with parent, sanction if required in relation to poor punctuality. Attendance & Punctuality information is monitored regarding student absences. The tutor contacts the parent guardian of a student after 3 days absence. On foot of this information the Year Head prepares a letter home to parents of students who have 10 days absent and 20 days absent. The Attendance & Punctuality Officer/Principal submits reports to Tusla regarding students who have 20 days absence or more and 6 days or more suspensions. The Deputy Principal maintains and manages records and sanctions on punctuality. At the end of the year the Attendance & Punctuality Officer collates results regarding excellent and consistent attendance and punctuality and awards are made to pupils regarding this at the end of year ceremonies.
Summary of the main elements of the school's approach to attendance: • Target setting and targets • The whole-school approach • Promoting good attendance • Responding to poor attendance	Whole-School Approach: In St. Mac Dara's CC each student's personal growth is encouraged through the development of self-esteem, self-confidence and self-discipline with consistent attendance and excellent punctuality considered as an integral part of learning. The whole-school approach to fostering good attendance is achieved through maintaining a culture of high expectations and encouraging each student to take

responsibility for his/her own learning and achieve his/her full potential through regular presence in class.

Promotion of good attendance: Through positive promotion amongst students of the importance of good attendance as an integral part of the educational learning process. The school also acknowledges at a whole-school level students who maintain good attendance and punctuality through awards and certificates in whole-school ceremonies.

Response to poor attendance: Students displaying poor attendance are provided with the following supports –
- Tutors and class teachers follow up on absences and sign absence notes in journal - Tutors refer concerns regarding attendance to Year Head. Year Heads monitor trends or issues regarding student attendance/punctuality - Year Heads intervene if concerning trends emerge through various means including contacting parents; arranging meetings with students and parents and implementing specific strategies to improve individual student attendance. The Attendance & Punctuality is monitored daily. The Deputy Principal maintains and manages records and sanctions on punctuality.

Sanctions are applied where necessary following investigation and consultation with the parties involved. Tutors collate information on Attendance and Punctuality. This information is shared with the relevant Year Head. Actions follow such as contact with the students and the relevant student's parents etc.

Reports are submitted to Tusla by the Principal for specific attendance issues following consultation with the relevant Year Head.

The Deputy Principal maintains and manages records and sanctions on punctuality.

Target setting and targets:

St. Mac Dara's CC outlines to all stakeholders at the start of every school year the expectation of full attendance and punctuality.

Students are reminded at daily registration and monthly assembly of their responsibilities in regard to full attendance and punctuality.

Individual students who have difficulties with attendance and punctualities are given strategies to improve.

Contact and meetings with Parents are very important in this support programme.

Letters from the college are sent to parents/guardians if a student is **10 days and 20 days absent**.

The Principal returns 2 attendance reports to Tusla each school year.

School roles in relation to attendance

Principal - Ensures adequate systems are in place to record attendance and absences.

Monitors attendance records regularly

Makes reports in conjunction with the relevant Middle Management person to Tusla as required by the Welfare Act 2000.

Informs parents of procedures for the notification of absences/withdrawals of students from the college -

Reminds students and parents of the importance of regular attendance and the negative impact of frequent absence on student progress.

Meets with students and parents, along with Deputy Principals and relevant Year Heads, if student absences are causing concern

Deputy Principal: maintains and manages records and sanctions on punctuality at all times in consultation with Middle and Senior Management.

Deputy Principal(s): work in cooperation with Principal/Year Heads /Class Tutors/Subject Teachers and Admin Staff to implement the school Attendance and Punctuality Policy

Liaise with Tutors/Year Heads/Pastoral Care

Team/Attendance & Punctuality Officer to address any difficulties surrounding a particular student's attendance

Contact parents/guardians of pupils with regular attendance issues and/or suspicious attendance issues

Meet with aforementioned pupils and parents and relevant staff regarding ongoing attendance issues Inform new staff members of the procedures and policy regarding attendance and punctuality in the school.

Submit annual statistics for attendance to Tusla at the end of each academic year

Year Heads: Monitor attendance records using the VSware system.

Liaise with Tutors/Student Support Team and Attendance & Punctuality Officer regarding difficulties surrounding particular students' attendance/punctuality.

Meet with particular students whose attendance/punctuality is causing concern.

Contact parents/guardians where absences are unauthorised and notify Principal/Deputy Principals of same.

Contact/meet with parents/guardians of students with attendance issues to formulate and agree a plan to improve attendance.

Monitor on a monthly basis attendance records provided by tutors/year head(s) regarding students with 3 or more days absence and contact parents and speak to students highlighted as appropriate. Remind students at Year

Group assemblies of the importance of regular attendance and punctuality.

Collate and organise attendance and punctuality awards for each year for end of year awards ceremonies

Deputy Principal: Monitors punctuality

Applies detention/sanction to students with a number of lates.

Collates punctuality figures for each year group and will send letters home to students.

This information will be forwarded to all relevant Year Heads for their consideration and action

Collate and organise punctuality awards for each year for end of year awards ceremonies

Class Tutor: - Check absence notes in the journal following students return from school following an absence and record on vsware .

Refer students to Year Head regarding regular and or suspicious absence .

Refer students to Punctuality Officer regarding issues concerning punctuality of students .

Contact home where a student absence is a cause for concern Subject Teacher: - Record attendance for every class via vsware .

Check student absence notes in journal when they return to class from absence.

Refer any regular student absence from their class to Tutor/Year Head/Deputy Principals.

Support the student on their return to class by informing him/her of work missed out on and advise on how to catch up.

Support the collation and organisation of attendance and punctuality awards for each year for end of year awards ceremonies

Strategic Management Meetings, Middle Management Meetings and Care Meetings are held weekly as Student Support Meetings for each year group where issues such as student attendance are discussed (Principal, Year Head, Guidance Counsellor, Chaplaincy and SEN team.

Information regarding student issues are communicated with staff where necessary through appropriate.

Guidance counsellors will follow up on attendance issues following report from Tutors or Year Heads.

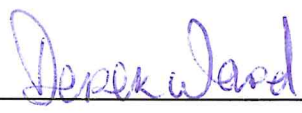
Guidance counsellors may request meetings with students and/or parents if issues concerning attendance arise .

Guidance counsellors may offer additional support for students who demonstrate issues with school attendance

	Admin Staff: Facilitate late sign in by students and late stamp in journal in the morning and afternoon. Facilitate sign in/sign out procedures for students arriving and leaving school during the day. Update daily. Senior Management sign out students who leave early. Then those students sign out through the office following contact with home. Attendance and punctuality records of all students are recorded on VShare throughout the day. S.
Partnership arrangements (parents, students, other schools, youth and community groups)	Partnership arrangements (parents, students, other schools, youth and community groups) Students: Should be in class on time. Take responsibility for their attendance and punctuality. Ensure there is a written explanation in their journal from a parent/guardian on their return from school after absence. Follow school procedures regarding signing in for lateness and signing in/out during the day. Inform Tutor/Year Head if they feel ill during the school day. Inform a Deputy Principal if feeling unwell in the absence of either Tutor/Year Head (students are not allowed to leave school premises without permission of the Year Head/Deputy Principal who will have contacted home). Attend detention/sanction as assigned by Year Head / Deputy in charge of punctuality. if they demonstrate punctuality issues. Parents: Support the school's Attendance Strategy in compliance with their legal responsibilities outlined in the Education Welfare Act 2000. Ensure regular attendance of their son/daughter and avoid unnecessary absences. Phone the college when son/daughter is absent - to provide a written note in the school journal on the day their son/daughter returns to school. Adhere to procedures regarding withdrawal of son/daughter from school during the day and for any extended periods during the school term. Acknowledge and where necessary reply to correspondence regarding absence issues from the school. Meet, if requested, with the relevant school personnel regarding on-going attendance/ punctuality issues. - Meet with the Welfare and Attendance Officer appointed by Tusla regarding attendance issues if requested.

	Tulsa/Attendance and Welfare Officer: Follow up on students who have been referred to them by the principal through emergency and normal reporting procedure
How the Statement of Strategy will be monitored	Time will be given at Staff Meetings on an annual basis to review, amend and update Attendance Policy, Strategy and Procedure
Review process and date for review	This strategy document will be reviewed annually in May of each academic year.
Date the Statement of Strategy was approved by the Board of Management	Approved by Board of Management on Date: <u>2/10/2020</u> 
Date the Statement of Strategy submitted to Tulsa	April 2018.

Signed:  Date: 2/10/2020
Chairperson Board of Management.

Signed:  Date: 2/10/2020
Principal.

